



CITY OF HOUSTON

Public Works & Engineering Department
Planning & Development Services Division

PREREQUISITES

PLAN REVIEW PROCEDURES

In an effort to reduce the amount of time required to obtain a building permit the Planning and Development Services Division has established the following *commercial* plan review prerequisites. These prerequisites are provided as a tool customers can use to create a complete construction document plan set, thereby reducing the need for multiple plan submittals and avoiding lengthy time delays.

To provide the most effective service for our customers, incomplete plans submitted to the Plan Review Section will not be reviewed and will be returned with a notice to submit complete plans.

The following list of items must be submitted in order for your plans to be considered as complete for the purpose of plan review. Please note that these items are only required if the scope of work is applicable. Please consult plan review to properly complete and address applications for partial projects.

- A. **Plans Issued For Review Are Required To Be Ready For Construction** – Plans may “**Not**” be marked “**Preliminary**” or “**Not for Construction**”.
- B. **Plan Sets** – Minimum 2 sets that match and are bound (4 sets for Hazmat, High piled and Express)
- C. **Site Plan** – Required for all new buildings, structures, parking lots, grading permits and additions. Also required for a change in occupancy (a.k.a. conversion)
- D. **Landscaping** – For new parking lots, new buildings, and for additions greater than 1,000 sq. ft.
- E. **Energy Form** – Required for building projects if only to explain the reason for exemption from the energy code
- F. **Applications** – A complete Application is required for each new structure, lease remodel or buildout proposed
- G. **Plan Review Fee Data**
 - 1. New Square Footage – The total square footage of all new covered area is required on the application
 - 2. Remodel Valuation – When an addition and remodeling is part of the same project, the cost of the remodeled areas must be separated from the cost of new construction and documented on the application
- H. **Structural & Nonstructural Drawings**
 - 1. Architect and Engineer Seals, each page signed and dated
 - 2. Engineered plans as required by Texas Engineering Practice Act
 - 3. Architectural plans as required by Texas Architectural Practice Act
 - 4. Code Analysis for new structures
 - 5. Soil Report for new buildings and additions
 - 6. Door & hardware schedule, glazing schedule, and wall schedule or legend differentiating the walls shown in the plan
- I. **Electrical**
 - 1. 1-line diagram – Required for new buildings, new service, added loads, or change of occupancy
 - 2. Load analysis – Required for new buildings, new service, added loads, or change of occupancy
 - 3. Panel schedule – Required for new buildings, new service, added loads, or change of occupancy
- J. **Plumbing**
 - 1. Riser diagram and floor plan – Required for new piping, new plumbing fixtures, and/or change in occupancy
 - 2. Utility letters – Required for grading projects, parking lots, new buildings, existing structures with increased water usage, and changes in occupancy with increased water usage
- K. **Letters of Availability** – Storm letters required for all new construction & site renovations. Sewer and water letters required for new construction, change in occupancy, and/or an increase or decrease of capacity for any proposed development. Copies of letters and receipts must be attached to the plans when submitted. When a short form is allowed, attach copies of the short form to the plans.
- L. **Mechanical** – All new buildings and renovations that involve change of occupancy, new or change out of equipment, fire/smoke dampers, or new or replaced ducts
- M. **Storm Drainage / Civil Plans** – All new parking lots, new buildings, grading permits, and projects adding impervious cover.
- N. **Fire Alarm Plans** – When required by code, included in the project, or for renovations where fire alarm systems exist
- O. **HazMat Details or Exemption Form** - For labs, fabrication, or storage facilities involving hazardous materials,
- P. **High Piled Details or Exemption Form** - For all storage occupancies
- Q. **Health Plans** - For all projects involving food and drink preparation and/or establishments
- R. **Airport Signatures** - For aviation projects